

**2ND LETTER TO STATE EMPLOYEE  
CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

(Name)  
(Address)

Dear:

This letter is in reference to your recent notification that the Department of Health and Human Services included an overpayment in your salary and that you must make arrangements with the (division/institution human resources manager's office) to settle this matter within 15 calendar days. Our records indicate an overpayment to you for the amount of \$\_\_\_\_\_. We have included our internal calculations used to determine this amount for your information and review.

It is imperative that you contact the (division/institution human resources manager's office) without delay to make arrangements for restitution. As set forth in General Statute 143-553, "all persons...employed who owe money to the State and whose salaries are paid in whole or part by State funds must make full restitution of the amount owed as a condition of continuing employment." Failure to promptly contact the human resources manager's office may result in your paycheck being removed from direct deposit. Failure to make arrangements within **60 calendar days** will result in action being taken by the NC Attorney Generals Office, NC Department of Revenue, and/or private collection agencies to collect the monies due. Should a payment plan agreement be reached, the Department of Health and Human Services will submit this account to the NC Department of Revenue for debt set off until the indebtedness is satisfied.

Thank you for your prompt attention to this matter and for your cooperation.

Sincerely,

(Division/Institution Human Resources Mgr.)

cc: Assistant Payroll Officer  
Payroll Technician  
Human Resources Debt Collection File

